

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO Modification Three (3)		3. EFFECTIVE DATE 1/29/02		4. REQUISITION/PURCHASE REQ NO.	
5. PROJECT NO (If applicable)		6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE	
FAA, MIKE MONRONEY AERONAUTICAL CENTER CENTER MANAGEMENT DIVISION AMQ-340 P O BOX 25082 OKLAHOMA CITY OK 73125-4932					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO	
University of Oklahoma College of Continuing Education 1700 Asp Avenue Norman, Ok 73072				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER DTFA-02-01-D-03699	
				10B. DATED (SEE ITEM 13) 1/2/01	
CODE		FACILITY CODE			

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning [ ] copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.



### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	MUTUAL AGREEMENT
E.	IMPORTANT: Contractor [ ] is not, [ X ] is required to sign this document and return [ 3 ] copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The contract referenced in Item 10A above, to provide Instructional Services for the Air Traffic Division at the Mike Monroney Aeronautical Center, is modified as shown on page 2 thereof.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect			
15A. NAME AND TITLE OF SIGNER (Type or print) Brad Quinn Director, Grants and Contracts		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mary J. Collins Contracting Officer	
15B. CONTRACTOR OFFER  (Signature of person authorized to sign)	15C. DATE SIGNED 2/10/02	16B. UNITED STATES OF AMERICA BY:  (Signature of Contracting Officer)	16C. DATE SIGNED FEB 22 2002

- A. Clause H.9, "Travel Costs", is hereby deleted and replaced by Clause H.20, "Reimbursement of Travel Costs"(JAN 2002) CLA.4531, as attached.
- B. The Statement of Work is hereby revised by deleting Section 3, "Travel" page 5, and replacing it with Section 3, "Travel" pages 5R and 5a, as attached.
- C. All other terms and conditions of the contract remain unchanged.

This clause governs the payment of travel expenses as a direct contract cost, as differentiated from indirect travel cost or Company travel that would be governed by the Contractor's internal travel policies. The FAA will reimburse the contractor for travel costs, as specified in this clause, that are required, approved and incurred by contractor personnel traveling outside the commuting range of their assigned work location in performance of this contract.

(a) Travel under this clause must be funded under the contract/order and then authorized in advance by the Contracting Officer or Contracting Officer's Technical Representative before travel costs are charged as a direct contract cost. Transportation, lodging and subsistence expenses shall be separately identified by individual, by trip for reimbursement. Proof of the contractor's actual purchase price is required for commercial transportation, lodging and any other items to be reimbursed at actual cost. Unless directed otherwise, in writing, subsistence cost (meals and incidental expenses) shall be billed and paid on the per diem basis specified below.

(b) Government reimbursements shall not exceed lodging, subsistence or per diem and other rates authorized for the travel destination by the Federal Travel Regulations, FTR as amended, issued by the General Services Administration (GSA) and maintained on their Website. Reimbursement for common-carrier fares shall be limited to actual cost of the lowest economy, standard, coach, or equivalent fare offered during normal business hours, plus customary agent fees. Any other common-carrier charges, reimbursement for private or corporate air travel or use of rental cars must be included in an advanced written authorization to travel. Expenses for transportation by private or corporate vehicles shall be reimbursed on a mileage basis at the GSA transportation rates in effect at the time the travel is accomplished, plus necessary tolls in lieu of actual expenses of such travel.

(c) The contractor shall not be entitled to reimbursement under this clause for any travel costs associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work locations. All claims for reimbursement are subject to Government cost principles, i.e. allowable, reasonable and allocable requirements.

(d) Travel costs for transportation, lodging, per diem or subsistence and other related expenses shall not be burdened by any profit. Nominal handling charges for reservations, tickets, and receipts may be charged for travel under this clause to the extent specified in the contract/order price schedule or payment clause elsewhere in this contract.

## **Travel.**

### **Paragraph 3.1 Travel**

Support under this contract may require contract personnel to travel as part of their normal assigned duties. Such travel, when required, will almost exclusively be restricted to, but need not be limited to, the territories and possessions of the United States. Any such travel, in connection with performance of tasked activities, requires pre-trip travel approval by the CO, or the COR.

### **Paragraph 3.2 Travel Reimbursement Guidelines**

This clause governs the payment of travel expenses as a direct contract cost, as differentiated from indirect cost or company travel that would be governed by the Contractor's internal travel policies. The FAA will reimburse the contractor for travel costs, as specified in this clause, that are required, approved and incurred by contractor personnel traveling outside the commuting range of their assigned work location in performance of this contract.

(a) Travel under this clause must be funded under the contract/order and then authorized in advance by the Contracting Officer or Contracting Officer's Technical Representative before travel costs are charged as a direct contract cost. Transportation, lodging and subsistence expenses shall be separately identified by individual, by trip for reimbursement. Proof of the contractor's actual purchase price is required for commercial transportation, lodging and any other items to be reimbursed at actual cost. Unless directed otherwise, in writing, subsistence cost (meals and incidental expenses) shall be billed and paid on the per diem basis specified below.

(b) Government reimbursements shall not exceed lodging, subsistence or per diem and other rates authorized for the travel destination by the Federal Travel Regulations, FTR as amended, issued by the General Services Administration (GSA) and maintained on their website. Reimbursement for common-carrier fares shall be limited to actual cost of the lowest economy, standard, coach, or equivalent fare offered during normal business hours, plus customary agent fees. Any other common-carrier charges, reimbursement for private or corporate air travel or use of rental cars must be included in an advanced written authorization to travel. Expenses for transportation by private or corporate vehicles shall be reimbursed on a mileage basis at the GSA transportation rates in effect at the time the travel is accomplished, plus necessary tolls in lieu of actual expenses of such travel.

(c) The contractor shall not be entitled to reimbursement under this clause for any travel costs associated with contractor-directed personnel changes, personnel/labor disputes, for employee convenience, or for travel to and from the normal assigned work locations. All claims for reimbursement are subject to Government cost principles, i.e. allowable, reasonable and allocable requirements.

(d) Travel costs for transportation, lodging, per diem or subsistence and other related expenses shall not be burdened by any profit. Nominal handling charges for reservations, tickets, and receipts may be charged for travel under this clause to the extent specified in the contract/order price schedule or payment clause elsewhere in this contract.

The provisions of the Federal Travel Regulations (FPMR 101-7), issued by the General Services Administration (GSA) (Order DOT 1500.6A), will be used as the guideline for establishing allowable reimbursement costs for all travel within the 50 states, the District of Columbia, the Commonwealth of Puerto Rico and the territories and possessions of the United States. The provisions of the Foreign Service Act of 1980 will govern any travel outside the areas listed above.

### **Paragraph 3.3 Travel Cost Reimbursement - Local.**

This document does not require, nor does it encourage, contractors to include provisions for reimbursing their employees for expenses incurred, in whole or in part, as a result of local travel in connection with support under this contract. However, if such reimbursement is proposed, and subject to any limitations negotiated, the FAA will reimburse the contractor for local travel that has been approved in accordance with AMA-500's established procedures. The FAA will not reimburse costs determined to be unnecessary, unreasonable, or unallowable. Reimbursement will be accomplished through normal invoicing.

### **Paragraph 3.4 Travel Cost Reimbursement - Non-Local.**

The FAA will directly reimburse the contractor, for non-local travel that has been approved in accordance with AMA-500's established procedures. All travel must be pre-approved by the CO or COR. The FAA will not reimburse costs determined to be unnecessary, unreasonable, or unallowable. Transportation, lodging, and subsistence expenses shall be separately identified by individual, by trip for reimbursement. Proof of the contractor actual purchase price is required for commercial transportation, lodging and any other items to be reimbursed at actual cost. All claims for reimbursement are subject to Government cost principles, i.e. allowable, reasonable and allocable requirements. Travel costs for transportation, lodging, per diem or subsistence and

other related expenses shall not be burdened by any profit. Reimbursement for common-carrier fares shall be limited to actual cost of the lowest economy, standard coach, or equivalent fare offered during normal business hours, plus customary agent fees. Reimbursement will be accomplished through normal invoicing.

**Paragraph 3.5 Travel Benefits.**

The Government retains its rights and privileges to any benefits received by contract personnel while on approved reimbursable travel under the provisions of this contract. These rights and privileges cannot be involuntarily surrendered, transferred, forfeited, or ceded and such forfeiture can only be accomplished by the CO, or the COR, and must be in writing.

**Paragraph 3.6 Relocation Expenses.**

This document does not require, nor is intended to encourage, contractors to include provisions for reimbursing any of their employees for expenses incurred, in whole or in part, as a result of any relocation in connection with their efforts under this contract. This applies equally to relocations to the MMAC area to provide support under this contract, as well as to relocations from the MMAC area at the completion of duties under the contract. Should a contractor elect to include such a provision in their proposal, it shall be subject to negotiation, and must be specifically approved by the CO in writing before it may be implemented. In general, however, no such proposal will be entertained unless it includes provisions establishing criteria (i.e. minimum length of appointment or FAA certification) to qualify for such reimbursement and for the return of monies charged to the Government in cases where such criteria are not satisfied.